


<p>SUPERIOR COURT OF CALIFORNIA</p>  <p>COUNTY OF ALAMEDA</p>	<p><u>JOB ANNOUNCEMENT</u> EOE/ADA*</p> <p>*If you need assistance with the application process because of a disability, please call (510) 271-5153 or TDD (510) 465-3929</p>	<p>24 HOUR JOB HOT LINE #</p> <p>(510) 208-3906</p> <p>www.alameda.courts.ca.gov/courts</p>
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COURT ATTENDANT– PER DIEM

PAY RANGE: **\$18.06 - \$21.54 per hour**

FILING DEADLINE: **Open Continuous**

FILING REQUIREMENTS: Send completed application form and Supplemental Questionnaire to:
Superior Court of California, County of Alameda
Human Resources & Labor Relations Bureau
1225 Fallon Street, Room 105
Oakland, CA 94612

The Superior Court of California, County of Alameda is accepting applications to establish an eligible list for Court Attendant Per Diem to fill positions on an as-needed basis. A Court Attendant Per Diem may be assigned to work in any court location, including Alameda, Berkeley, Hayward, Fremont, Oakland, San Leandro and Pleasanton. Under general supervision, the Court Attendant Per Diem monitors the courtroom; ensures the security of the courtroom and the integrity of the jury; provides assistance to judicial officer, court staff, attorneys, jurors, litigants and members of the public; and performs other related duties as assigned. Court Attendant Per Diem may be assigned to work half day or full day and is paid the prescribed hourly rate noted above. Employment is a temporary, per diem and services-as-needed assignment.

TYPICAL DUTIES (May include, but are not limited to the following:)

1. Monitors the courtroom to ensure order and silence is maintained in and near the courtroom; monitors persons in the courtroom to ensure non-disruptive behavior activities; serves as courtroom crier; prevents persons from entering or leaving courtroom as required by procedure or as instructed by a judicial officer.
2. Secures and inspects courtroom; and alerts the judicial officer and/or sheriff personnel to any possible security problems in or near the courtroom.
3. Takes custody of jurors during deliberations and lunch, including driving a 15-passenger van as required; acts as a liaison between jurors and judicial officer; and ensures integrity of the jury by maintaining order and isolation from the public and compromising situations.
4. Performs various clerical duties; answers telephones and assists callers; sorts and distributes mail, including jury mail; schedules appointments; runs official errands; makes copies; sorts documents and files; records statistics; updates judges' libraries; and moves furniture, files and other objects as instructed.
5. Provides general information and assistance to the public and attorneys in person and by telephone; assist attorneys with exhibits; serves as liaison between judicial officers, court staff, attorneys, jurors, witnesses, litigants and the public.

TYPICAL DUTIES – Continued

6. Prepares courtroom for operation, including but not limited to conducts inventories of equipment; obtains and set up equipment, such as TV/video recording and listening devices; orders and distributes supplies.
7. Operates computer for case inquires; and assists the court by gathering case-related information from litigants, victims and witnesses.
8. Locates, retrieves and assists in organizing materials in files.
9. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS (May be met in either one of two options.)

Option I

Experience:

Equivalent to two years of full-time administrative, clerical or secretarial experience in an office environment, including heavy and direct customer or public contact. Work experience in probation, security or correctional facility is also desirable.

Or Option II

Education:

Successful completion of 30 semester units of course work in the field of criminal justice administration from an accredited college or university.

And

Experience:

The equivalent of one year of full-time administrative, clerical or secretarial experience in an office environment, including heavy and direct customer or public contact.

KNOWLEDGE AND ABILITIES

Knowledge of legal terminology and court procedures; customer service practices; problem solving; conflict resolution techniques; modern office procedures and equipment, including hardware and software computer programs, fax machine, copier and recording equipment.

Ability to maintain order and silence in a courtroom; assist judges, attorneys and other personnel; understand and execute oral and written instructions; operate modern office equipment, including copier, fax machine and recording equipment; retrieve and interpret information on a computer screen; demonstrate proficiency using computer, including keyboard and mouse; observe situations and determine appropriate courses of action; use good judgment and interpersonal skills to mediate and diffuse disputes in the courtroom; listen carefully to note pertinent information; communicate effectively orally; remain calm in a demanding and stressful work environment; establish and maintain cooperative working relationships with judges, attorneys, staff and the public; and maintain confidentiality.

SPECIAL REQUIREMENTS

Must possess a valid California Motor Vehicle operator's license. Successful completion of a Certified CPR and First Aid course during the first six months of employment.

GENERAL INFORMATION

This is a temporary, Court Attendant Per Diem position that is assigned court-wide on a services-as-needed basis. The work hours will vary based on the temporary staffing needs of the Court. Employment is contingent upon the provision of appropriate identifying documents to certify eligibility to work in the United States. The individuals selected for per diem, services-as-needed appointment must be fingerprinted for criminal record check purposes and that continued employment is contingent upon information received in the report. A Court Attendant Per Diem is not eligible to receive benefits.

*Application forms may be obtained at the Human Resources & Labor Relations Bureau,
1225 Fallon Street, Room 105, Oakland,
8:00 a.m.-5:00 p.m., Monday-Friday,
at our website, www.alameda.courts.ca.gov/courts
or by calling our 24-Hour Job Hotline at (510) 208-3906.*

Opened exam on September 20, 2005.

**COURT ATTENDANT
SUPPLEMENTAL QUESTIONNAIRE**

A properly completed Supplemental Questionnaire must be submitted along with an application. Those candidates who possess the minimum qualifications for Court Attendant Per Diem will be placed on the eligible list based on an evaluation of education, training and work experience.

This questionnaire **and** the application form will be used in evaluating your qualifications and identifying your availability for employment. Please complete and return them to the Human Resources & Labor Relations Bureau. Be very specific on the application and questionnaire as to dates and employment history (month, day and year, hours per week and salary) where applicable.

Based on your job-related experience, please provide the job title, employment period (beginning and ending dates), employer name, and major duties and responsibilities. If necessary, attach an 8-1/2"x11" paper to this questionnaire indicating additional job-related experience.

1. Do you possess at least two years of full-time administrative, clerical or secretarial experience? If so, briefly describe that experience.

☐ Yes ☐ No

2. If you answered yes to question #1, did your experience include heavy and direct customer or public contact? Briefly describe.

☐ Yes ☐ No

3. Do you possess work experience in a probation, corrections, law enforcement and safety, or security environment? If yes, please describe your work experience, including the name of agency, job title and your specific role in each organization.

☐ Yes ☐ No

4. Have you worked in a court or legal environment? If yes, describe your court and/or legal experience in the specialty subject matter areas, including civil, courtroom support, criminal, family law, juvenile, small claims and traffic. List your role in each of the subject matter areas in which you have work experience.

☐ Yes ☐ No

5. Do you possess work experience performing security inspections and/or securing a work environment? If yes, please describe, including the type of environment, job title and your role.

☐ Yes ☐ No

6. Has your work experience included resolving problems and conflicts? If yes, please describe the most challenging problem and/or conflict you had to resolve and how you handled it.

☐ Yes ☐ No

EMPLOYMENT AVAILABILITY INFORMATION: Information checked here is used for certification purposes only and does not restrict a department's right to reassign per diem staff to different work hours or court locations.

Check ALL locations you are willing to accept Services-As-Needed employment:	
<input type="checkbox"/> All Locations	<input type="checkbox"/> Alameda <input type="checkbox"/> Berkeley <input type="checkbox"/> Fremont <input type="checkbox"/> Hayward
<input type="checkbox"/> Oakland	<input type="checkbox"/> Pleasanton <input type="checkbox"/> San Leandro
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<i>I hereby certify that all information presented is true and accurate and it is based on my training, skills and work experience. I agree and understand that misstatements or omissions of material facts herein may forfeit my rights to any employment in the service of the Superior Court of California, County of Alameda.</i>	
SIGNATURE:	DATE: